

## REVENUE DEPARTMENT

The 28th October, 1999

No. 5300-E-3-99/12712.—It is hereby notified in accordance with clause-II of Appendix 'E' to the Financial Commissioner's Standing Order No. 12 that the next departmental Examination of Naib Tehsildar's will be held in the Lajpat Rai Bhawan, Sector 15, Chandigarh on the date and time specified below :—

Date	Time	Paper	Subject
15-11-99	9.00 AM to 12.00 Noon	First	The Punjab Land Revenue Act and Rule Chapters 2, 3, 4, 6, 7, 8, 9, 10 and 18 of the Punjab Land Records Manual and Standing Orders 2, 3, 4, 7, 10, 21, 29, 30 and part 'E' of the Standing Order No. 16. (WITH THE AID OF BOOKS)
15-11-99	2.00 P.M. to 5.00 P. M.	Second	Arithmetic upto Matriculation Standard Patwar is Mensuration Manual.
16-11-99	9.00 A.M. to 12.00 Noon	Third	The Punjab Tenancy Act and Rules there under and para graphs relating to the Act contained in the Punjab Land Administration Manual Appendix vii, viii, ix and xx of the Punjab Settlement Manual and Chapters II, VII, XI, XIII, XV, XVI and XXI of Punjab Land Administration Manual. The Haryana Ceiling and Land Holding Act, 1972 and Rules framed there under. (ALL WITH THE AID OF BOOKS)
16-11-99	2.00 P. M. to 5.00 P. M.	Forth	The Haryana Registration Manual, The India Stamp Act. The Punjab Excise Act and Sections 54, 59, 107 and 123 of the transfer of Property Act, 1882. (WITH THE AID OF BOOKS)
17-11-99	9.00 A. M. to 12.00 Noon	Fifth	The Criminal Procedure Code omitting Chapters 18, 22, 23, 27, 28, 31, 32, 37, 43 44-A and 45. The Indian Penal Code omitting Chapters 6, 7, 12, 18, 21 untouchability Offence Act, 1955. (WITH THE AID OF BOOKS)
17-11-99	2.00 P. M. to 5.00 P. M.	Sixth	The Civil Procedure Code omitting Section 88, 89 and 93 Part VII, VIII and IX Order XXIX, XX, XXI XXXVI, XL, XLII, XLIV, XLVI, XLIX. The Indian Evidence Act. (ALL WITH THE AID OF BOOKS)
18-11-99	9.00 A. M. to 12.00 Noon	Seventh	The Punjab Civil Services Rules, Vol. I Part-I, Chapter-I Extent of application Chapter-II Definitions (Preliminary) Knowledge without any practical problem Chapter-III General condition of service, Chapter-V, Addition of pay compensation. Allowance etc. Rule 5.33 to 5.64 Chapter VIII dismissal, removal and suspension, Chapter VIII leave rules 8.1 to 8.61 Chapter X joining time, Chapter XI Records of service with Particular reference to Punjab Civil Services (P&A) Rules as contained in Appendix 24, Part III, C. S. R. Vol. 1, Chapter IV authority C. S. R. Vol I various rules 2. Treasury Rules Punjab Part-I and Part-II Chapter I General System of control over treasuries Chapter-II payment of revenue of State into the Public account. Chapter-III Custody of money relating to or standing in the public account of the State upto 4.91, 4.168 to 4.181, Chapter-VII Responsibilities for money with-draw,

Date	Time	Paper	Subject
			Chapter-VII, Inter Government Transation Appendix 'B' Appendix 'C'
			3. Financial Hand Book No. 2, Punjab Financial Rules Vol. I, Chapter-II General Principles and Rules Chapter III Special Rules for the Treasuries. Chapter-IV Revenue receipts and their checks. Chapter-V pay and allowance and Pension General Rules. Chapter-VI Pay Allowance tc. of Gazette! Government servants. Chapter VII pay and Allowances of Establishment. Chapter VIII contingencies. Chapter IX Miscellaneous charges., Chapter X Loans and Advances. Chapter XI Bills and Remittances. Chapter XII Deposits. Chapter XVII Budget. Chapter XIX Consent and Delegation Order.
		Ch	4. Punjab Civil Services Rules Vol. II (Pension and Provident Fund Rules). Chapter I Extent of Application and Definitions. Chapter II General Provident relating grant of pension Chapter V Different kinds of pension and conditions for the grant. Chapter VII re- employment of pension,. Chapter -IX Application for grant of pension. Chapter- X Payment of pension. Chapter XX commutation of pension,. Chapter XVII Punjab Provident Fund Rules 13.1 , 13.11 , 13.14 and 13.15.
			5. Civil Services Rules Vol. III (T. A. Rules)) Chapter- I Definitions. Chapter-II T. A. Rules 2.1, 2.4,,2.5, 1.16, 2.18, 2.32, 2.35, 2.57, 2.68, 2.70, 2.107 and 2.109.
			6. Punjab Financial Rules Vol.II, Appendix 2, 4,14, 15, 16 and 18.
			7. Account Code Vol. I .
			8. Chapter-II pay and Allowances. Chapter-IV Gazetted Officers Bill. Chapter-V Establishment. Chapter-VI Contingencies Charges.
			9. Punjab Budget Manual.
			10. Introduction to Government Audit and Account (General Chapter only) (ALL WITH THE AID OF BOOKS)
18-11-99	2.00 P. M. to 5.00 P. M.	hth	Proficiency in Hindi (Written) upto Matric Standard.
19-11-99	9.00 A. M. to 12.00 Noon	ath	Proficiency in Urdu (Writton) upto VIth Class.

Chandigarh, dated  
the 25th October, 1999

L. M. JAIN,

Financial Commissioner and Secretary to  
Government, Haryana, Revenue Department.